



**Emergency Services Planner  
Emergency Coordinator II (# EM017)**

**Richmond, VA**

Virginia Department of Health, Office of Emergency Medical Services (Office of EMS) seeks a qualified candidate for the Health and Medical Emergency Response Team (HMERT) Coordinator position.

**Responsibilities:**

This position is responsible for resource administration, coordinating training, equipping & mobilization of teams. Assists in alerting, deploying, & demobilizing activities of HMERT personnel during emergency and non-emergency events. Serves as liaison between the HMERT & the requesting locality and provides technical assistance and educates locality leaders regarding HMERT capabilities and process for requesting assistance. Responsible for the administration of team member records and files to include but not limited to personal information, training records and certification records. Assist with recruitment & retention of HMERT personnel & new teams. Maintains HMERT response trailers to include inventory and procurement of equipment, supplies and maintenance within prescribed policies and procedures. Ensure all teams are prepared for deployment by assisting in acquiring the equipment necessary for deployments.

**Skills/Experience:**

The ideal candidate will have considerable working knowledge of the principles, practices, and techniques of emergency preparedness and emergency management. Prior work experience in managing emergency resources and equipment preferred. Ability to work with officials at all levels of government. Demonstrated abilities to research, organize, and report projects; to effectively communicate orally using visual presentation tools and in writing; to work with diverse groups and to collaborate on team projects.

**Education:**

College degree in emergency management-related field preferred or an equivalent combination of training and experience. Certification as EMT-Basic is preferred or must become certified within 1 year of employment.

**Salary:**

Starting pay range \$34,784 to negotiable.

**How to Apply:**

A pre-appointment criminal record check and a background investigation are required. Apply on line at: [www.jobs.virginia.gov](http://www.jobs.virginia.gov) and complete a state application not later than July 21, 2006.

An **EQUAL OPPORTUNITY EMPLOYER**